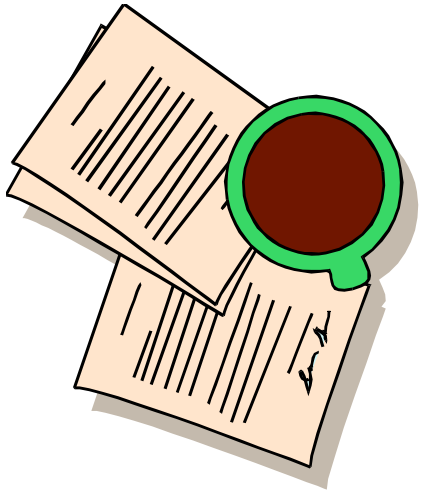
CLASSIFIED INFORMATION

LESSON TOPIC 6.5



TERMINAL OBJECTIVE

Upon completion of this unit of instruction,

students will perform the duties of a naval officer by understanding the contents contained in the Information and Personnel Security Programs Regulation Manuals.

Enabling Objectives

- 6.23 Identify the reference for dealing with classified information or material.
- 6.24 Identify the three categories of classified information and the damage caused by compromise of each.
- 6.25 Identify the individuals responsible for the control of classified information.
- 6.26 Name the three types of personnel security investigations.

Enabling Objectives

- 6.27 Distinguish between interim and final clearances.
- 6.28 Identify the factors required for access to classified material.
- 6.29 Identify the methods of handling, transporting, and destroying classified material.

QUESTION & ANSWER POLICY

Major Teaching Points

- Categories of Classification
- Individuals Responsible for Classified Information
- Marking Classified Material
- Personnel Security Investigations
- Destruction of Classified Information
- Handling Classified Material

REFERENCES

- **DON Information Security Program (ISP) Regulation, SECNAVINST 5510.36**

&

- **DON Personnel Security Program, SECNAVINST 5510.30A**

DEFINITION

- **Official information that requires protection in the interest of national defense or the national security**

CATEGORIES OF CLASSIFIED INFORMATION

Disclosure to the enemy …

- **Top secret (TS) - exceptionally grave damage**
- **Secret (S) - serious damage**
- **Confidential (C) - identifiable damage**
- **Unclassified (U) - for official use only**

INDIVIDUAL RESPONSIBILITIES - COMMANDING OFFICER

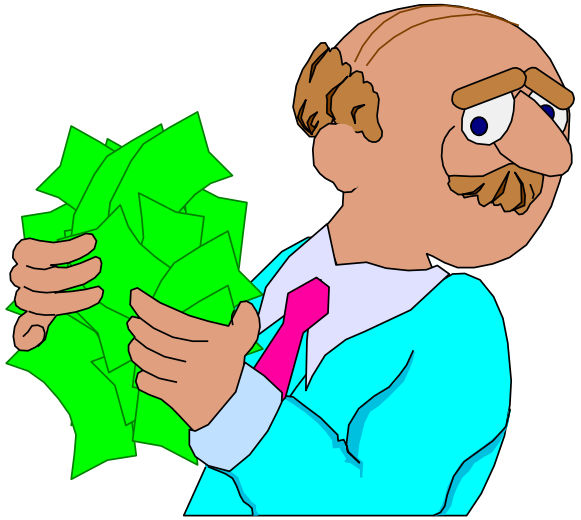
- **Commanding Officers - Directly responsible for safeguarding all classified information within their commands and for instructing their personnel in security practices and procedures.**

INDIVIDUAL RESPONSIBILITIES - SECURITY MANAGER

- **Security Manager - Responsible to CO for the implementation, administration, and maintenance of the command's security policy.**
  - **Officers/GS-11 and above**
  - **The Security Manager is often times the Executive Officer or Administrative Officer.**

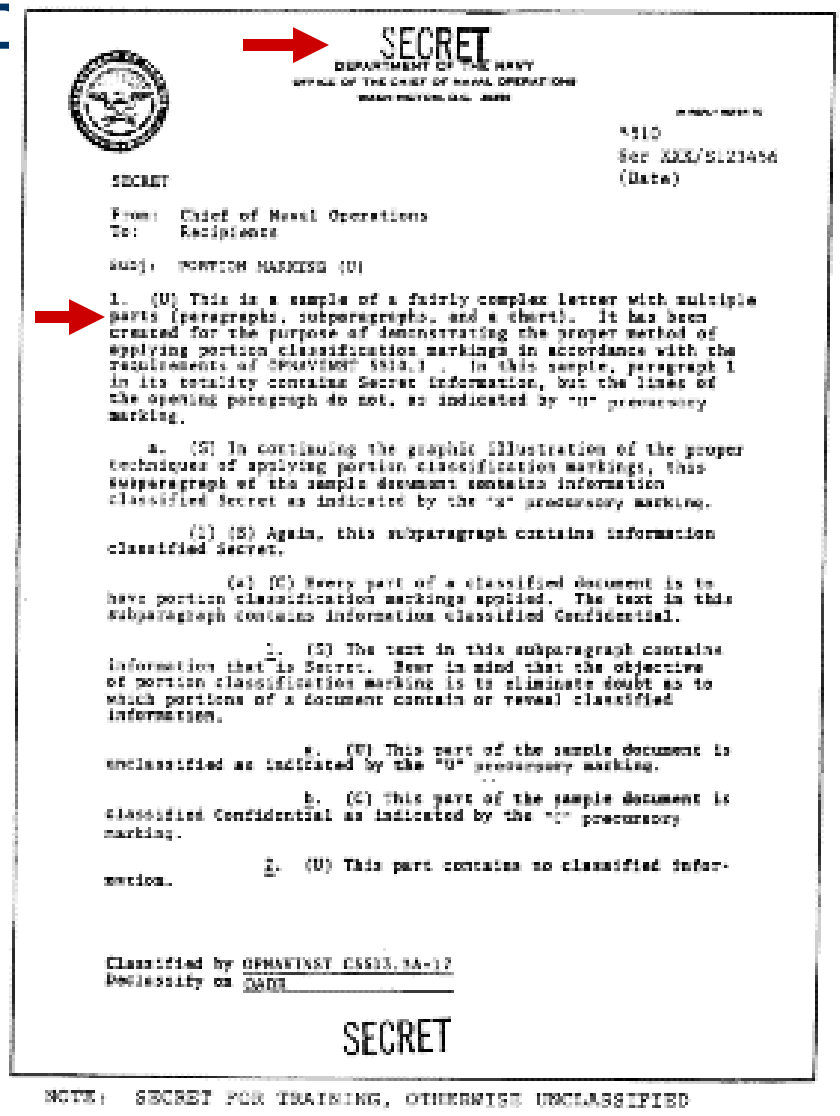
INDIVIDUAL RESPONSIBILITIES - CUSTODIAN

- **Custodian - The individual who has temporary or periodic responsibility of classified information.**



MARKING CLASSIFIED MATERIAL

- All classified Naval correspondence (other than unclassified) will be clearly marked
- Assume highest overall classification
- Each paragraph will be individually classified (E.G., “U”, “C”, “S”, “TS”)



SECRET
DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

5510
Ser XXX/S123456
(Date)

SECRET

From: Chief of Naval Operations
To: Recipients

Subj: PORTION MARKING (U)

1. (U) This is a sample of a fairly complex letter with multiple parts (paragraphs, subparagraphs, and a chart). It has been created for the purpose of demonstrating the proper method of applying portion classification markings in accordance with the requirements of OPNAVINST 5510.1 . In this sample, paragraph 1 in its totality contains Secret information, but the lines of the opening paragraph do not, as indicated by "U" precursory marking.

a. (S) In continuing the graphic illustration of the proper techniques of applying portion classification markings, this subparagraph of the sample document contains information classified Secret as indicated by the "S" precursory marking.

(1) (S) Again, this subparagraph contains information classified Secret.

(a) (C) Every part of a classified document is to have portion classification markings applied. The text in this subparagraph contains information classified Confidential.

1. (S) The text in this subparagraph contains information that is Secret. Bear in mind that the objective of portion classification marking is to eliminate doubt as to which portions of a document contain or reveal classified information.

a. (U) This part of the sample document is unclassified as indicated by the "U" precursory marking.

b. (C) This part of the sample document is classified Confidential as indicated by the "C" precursory marking.

2. (U) This part contains no classified information.

Classified by OPNAVINST 5513.5A-17
Declassify on 20XX

SECRET

NOTE: SECRET FOR TRAINING, OTHERWISE UNCLASSIFIED

TYPES OF INVESTIGATIONS

- National Agency Check (NAC)
- Single Scope Background Investigation (SSBI)
- Periodic Reinvestigation (PR)

TYPES OF INVESTIGATIONS

- National agency check (NAC)
  - NOT A FIELD CHECK
    - Initial Check with the FBI, DSS, and NCIS. - Preceded by ENTNAC.
    - Civil Service, and Immigration and Naturalization Service (INS)
    - Other Armed Services
    - Grants clearance up to and including Secret

TYPES OF INVESTIGATIONS

- **Single Scope Background Investigation (SSBI) -- Field check**
  - » **NAC**
  - » **Birth records**
  - » **Education**
  - » **Employment, Reference, Neighbor**
  - » **Criminal Records/Foreign Connections**
  - » **Citizenship/Credit**
  - » **Personal interview**

– **Required prior to final top secret**

TYPES OF INVESTIGATIONS

- **Periodic Reinvestigation (PR)**
  - **Case by case basis**
  - **Normally every 5 years for intelligence and other top security billets.**
  - **DONCAF is now backlogged - 10 year requirement.**

SECURITY CLEARANCES

- An administrative determination that an individual is eligible for access to classified information. This does not automatically guarantee access.

Type clearances

- **Interim : pending completion of formal investigation**
  - **Normally a maximum duration of six months - may extend to 12 months.**
- **Final : granted upon completion of formal investigation**

ACCESS TO CLASSIFIED INFORMATION

- **Prerequisites:**
  - **Appropriate clearance**
  - **“Need to know”**
  - **Commanding Officer’s approval**
    - **Final step in process**

ACCESS TO CLASSIFIED INFORMATION - WHO NEEDS A CLEARANCE

- **Anyone who works with, or around, classified material or information**
- **Consider primary duties as well as watch responsibilities**

DESTRUCTION OF CLASSIFIED INFORMATION

- **Purpose:**
  - **Prevent the later recognition and/or reconstruction of classified information.**

DESTRUCTION OF CLASSIFIED INFORMATION

- **<u>Non-emergency destruction</u>: Conducted on a daily basis**
  - **Best method: pulverizing**
  - **Clearance/E-5 and above**
  - **Secret & above - Destruction Certificate**
- **<u>Emergency destruction</u>: Prevent the hostile capture of classified material**

EMERGENCY DESTRUCTION BILL

- **LOCATION OF MATERIAL**
- **PERSONNEL ASSIGNED**
- **RECOMMENDED DESTRUCTION METHODS IDENTIFIED**
- **PRIORITY OF DESTRUCTION IDENTIFIED**
  - **Clearance = Material**
  - **SPEED is the primary objective of emergency destruction**

EMERGENCY DESTRUCTION BILL

- **Priority of Destruction:**
  - **Top Secret**
  - **Secret**
  - **Confidential**

HANDLING CLASSIFIED MATERIAL

- **Custodians are responsible for maintaining classified material**
- **Workspaces containing classified materials require proper security**
- **Classified removed from storage for work purposes require proper security**
- **Classified storage containers require proper security**

Transmission/Transportation of Classified Materials

- **Mark classification clearly**
- **Hand carrying:**
  - **Double wrapped to prevent accidental exposure**
  - **Designated courier required to carry material.**
  - **Material kept in physical possession at all times.**

MAILING CLASSIFIED MATERIALS

- **Confidential/Secret**
  - **Material placed in two sealed wrapper/envelopes**
  - **Outer Wrapper Plain; Inner Wrapper Stamped With Classification**
  - **Addressed To An Official Government Agency**

MAILING CLASSIFIED MATERIALS

- Return receipt required
  - Secret = Registered mail
  - Confidential = Registered mail outside CONUS

- Secret = Highest classification sent via U.S. mail system.

TELEPHONE SECURITY

- Nonsecure line - Use caution. Line is not cleared for conversations of a classified nature.
- Stu III (Secure Telephone Line) - Line may be cleared up to various levels for discussion of a classified nature.

FACSIMILE TRANSMISSION/RECEIPT

- Non-classified fax - Unmanned, automatic feeder which allows receipt of papers without verification.

- Classified fax - Various machines cleared up to specified levels of classification.

COPIER

- Ensure the copier you use for classified document reproduction is approved for such. **Do not leave** classified papers or copies behind on the copier.

TYPEWRITER/PRINTER / COMPUTER SECURITY

- Ensure printer ribbon used to type classified documents is disposed of appropriately.
- Must be "tempest certified"
  - Proper clearance for entry into a classified program/system is absolutely necessary.
  - Ensure appropriate classification is marked on classified terminals and disks/diskettes.

IN SUMMARY

NAME THE CATEGORIES OF CLASSIFIED INFORMATION?

- **Top secret (TS) - exceptionally grave damage**
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- **Confidential (C) - identifiable damage**
- **Unclassified (U) - for official use only**

NAME THE RESPONSIBILITIES OF THE FOLLOWING PERSONNEL?

- **Commanding Officer**
  - **Directly responsible for:**

    Safeguarding

    Instructing personnel in security practices and procedures.
- **Security Manager**
  - **Responsible to CO:**

    Implementation, administration, and maintenance of the command's security policy.
- **Custodian**
  - **Temporary or periodic responsibility of classified information.**

NAME THE COMPONENTS FOR ACCESS TO CLASSIFIED INFORMATION?

- **“Need to know”**
- **Investigation**
- **Appropriate clearance**
- **Commanding Officer’s approval**
  - **Final step in process**

TYPES OF INVESTIGATIONS

- National Agency Check (NAC)
- Single Scope Background Investigation (SSBI)
- Periodic Reinvestigation (PR)

Any questions